

Minimum Qualifications for New Part-time Faculty

College of Liberal Arts and Sciences

Part-time faculty (excluding graduate students with active enrollment in a UMaine graduate program) are qualified by academic background, degree(s), and/or professional experience to carry out their teaching assignment and/or other prescribed duties and responsibilities in accord with the mission and goals of the University of Maine and the College of Liberal Arts and Sciences. Part-time faculty members must ordinarily have at least a master's degree in an area commensurate with their teaching interest, with experience teaching at the college level preferred. Ideally, part-time faculty possess a degree at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members should possess the same level of degree.

In rare cases, such as highly applied and skilled programs and disciplines, tested experience in the field may serve in place of formal educational preparation. Tested experience is defined as depth and breadth of experience outside of the classroom in non-academic situations relevant to the discipline in which the faculty member teaches. When applying tested experience, the minimum threshold to teach courses in University of Maine College of Liberal Arts and Sciences baccalaureate programs will be a bachelor's degree plus at least five years of applied experience or equivalent certification or licensure in the field that clearly relates to the learning outcomes of the courses being taught, along with a demonstration of the capacity for teaching excellence. Teaching excellence can be demonstrated via course evaluations, teaching demonstration or other clear measure. Tested experience will not be a substitute for formal educational preparation at the level of a bachelor's degree.

Units wishing to use the tested experience criteria should develop appropriate metrics for determining what constitutes applied experience or equivalent certification or licensure in the field or subfield along with the capacity for teaching excellence. Metrics must be approved by the program's faculty and the dean prior to the hiring of any faculty member using the tested experience criteria. Metrics shall be kept on file in Human Resources, the Dean's Office, and the department, division or school.

Part-time faculty members at the University of Maine who do not meet these qualifications but are already PATFA unit members will continue to be considered "qualified" so long as they remain within the part-time faculty unit per Article 1 of the UMS-PATFA agreement.

This document establishes minimum qualifications for part-time faculty in the College of Liberal Arts and Sciences. Individual units within the College may establish minimum qualifications beyond those described here, in accordance with the conventions in their academic field or subfield. Such unit-specific qualifications must be approved by the program's faculty and the dean prior to their use. In the absence of unit-specific qualifications, the College's standard will apply.

As indicated in Articles 7 and 10 of the UMS-AFUM agreement, full-time faculty members in the unit are to participate in reviewing, selecting, and recommending potential part-time faculty to the department chair (or equivalent). In the event that time does not permit review of applicants by full-time faculty, the chair may make initial part-time faculty appointments for the immediately upcoming semester or term, informing the full-time faculty of the appointments. Part-time faculty initially hired without full-time faculty participation should be reappointed only after the chair has solicited a recommendation from full-time faculty per Articles 7 and 10. It is the responsibility of the faculty and the chair to ensure that candidates meet the required standards. If full-time faculty members recommend appointment of a candidate who does not meet the standards, they will provide a rationale for why an exception should be made.

Approved by vote of the faculty of the College of Liberal Arts and Sciences on October 25, 2019